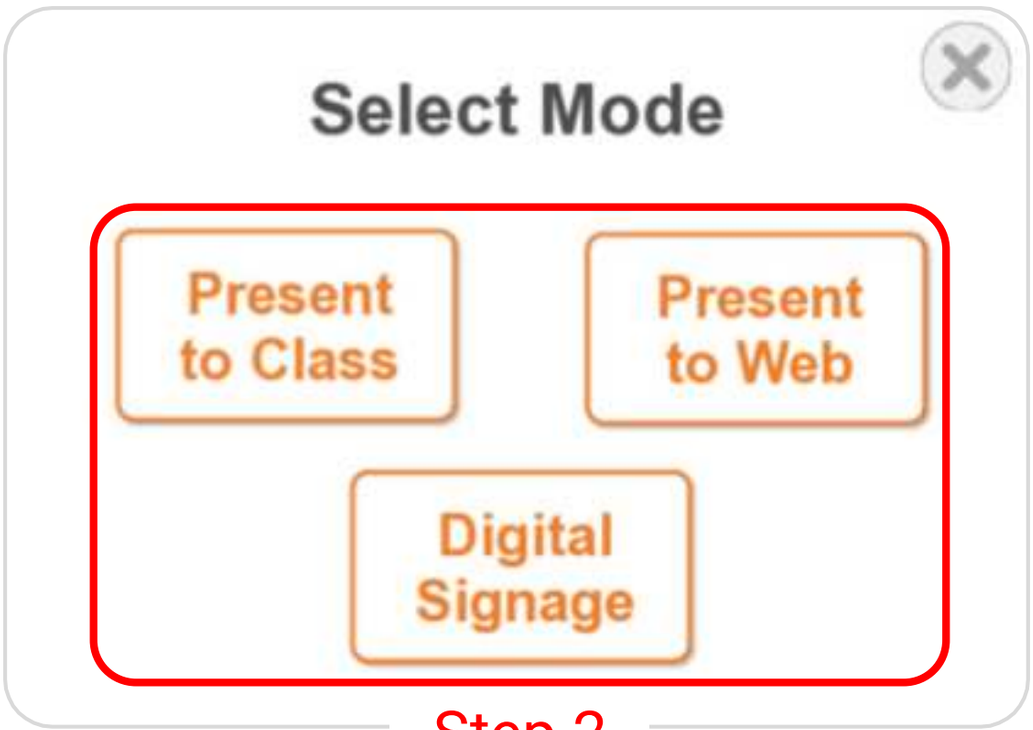
Turning the System On



Step 2

Step 1: Open *Mode Selection* Menu

Touch anywhere on welcome screen

Step 2: Select Operating Mode

Start a Local Presentation

Press “Present to Class”

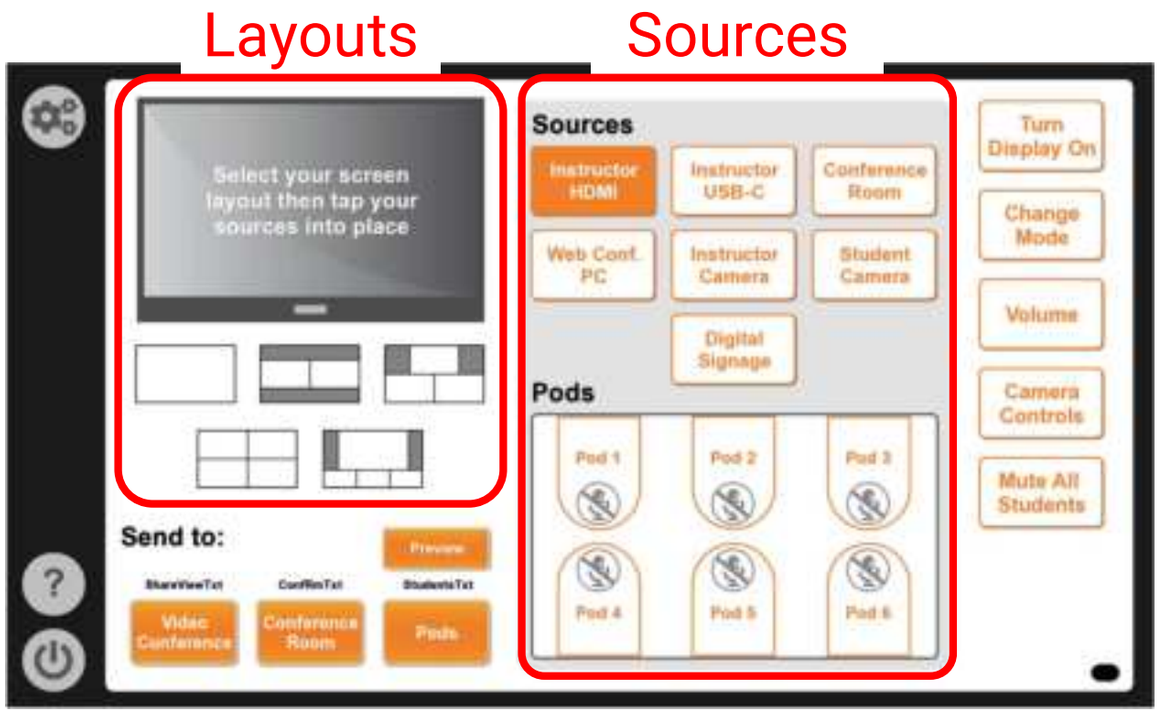
Run a Web Conference

Press “Present to Web”

Show the Digital Signage

Press “Digital Signage”

Using the Main Menu



** Selecting "Instructor Camera" or "Student Camera" will open the Camera Controls Menu automatically*

Choose a Screen Layout

Press any of the five screen layouts shown on the left side of the screen

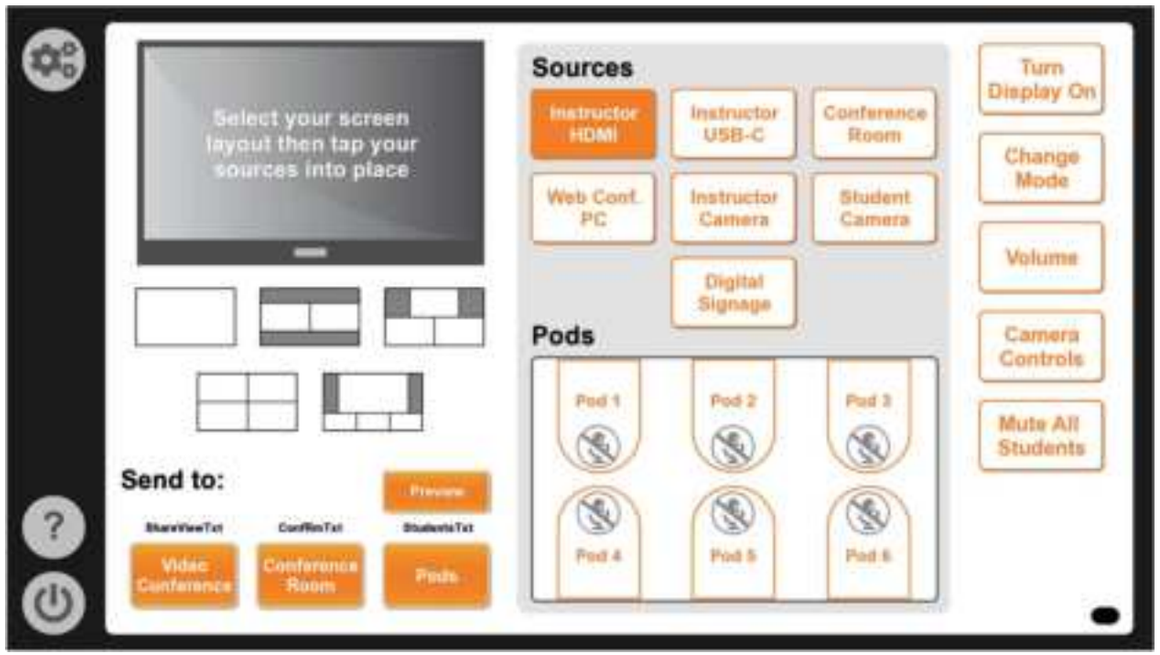
Select a Video Source

Press the desired device under "Sources" *

OR

Press any of the six student pods

Using the Main Menu (contd.)



** Press "End Send to Pods" to stop sharing selected source (button is only visible when sharing a source to the student pods)*

Display Selected Source

Press a view window in the current screen layout to show the selected source in that window

Share Source in Video Conference

Press "Video Conference"

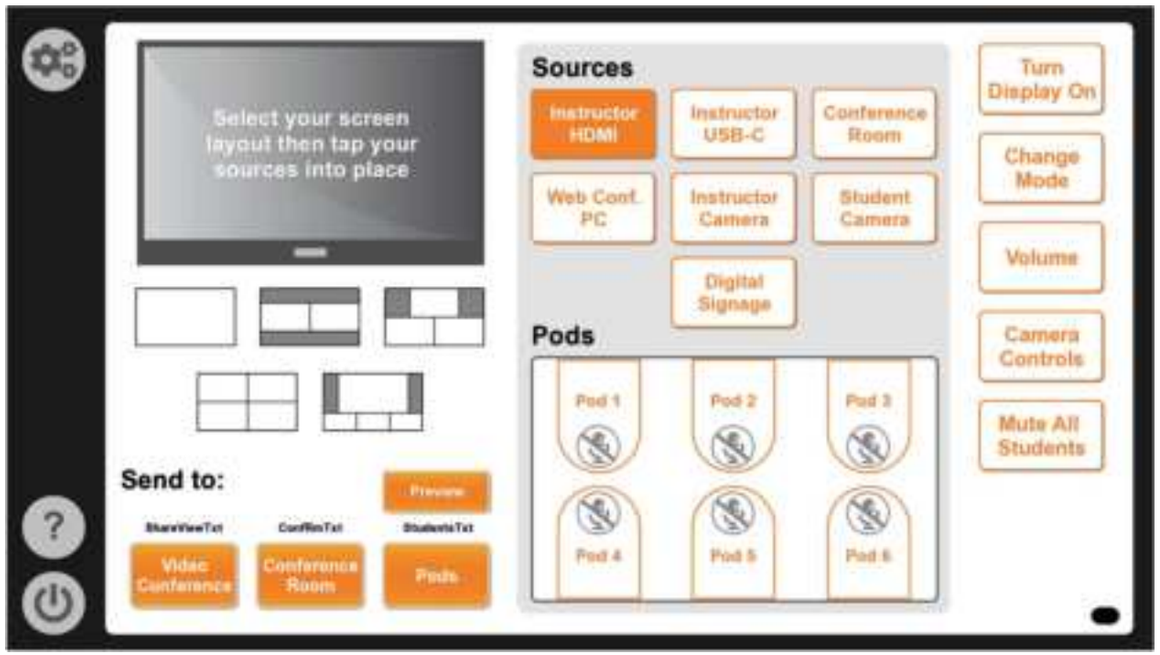
Send Source to Conference Room

Press "Conference Room"

Display Source on Student Pods

Press "Pods" *

Using the Main Menu (contd.)



Pod microphone is muted

Pod microphone is active (un-muted)

Turn Main Display On or Off
Press “Turn Display On/Off”

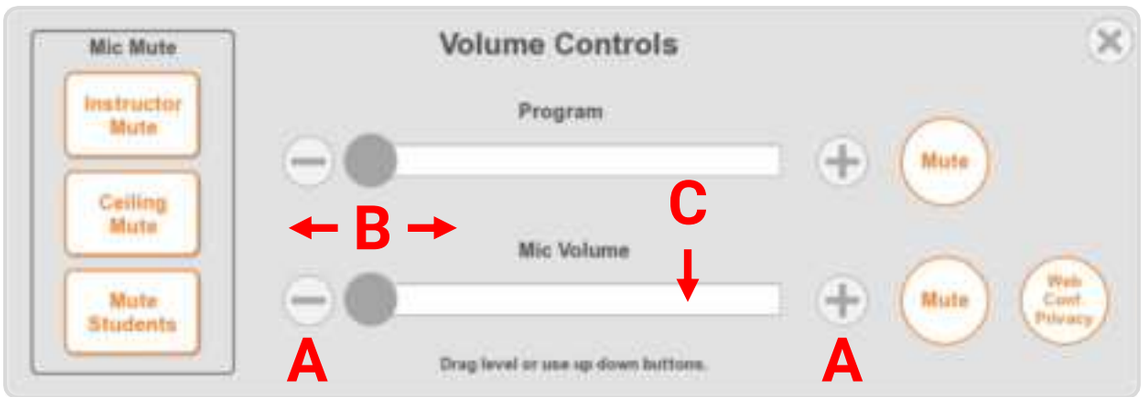
Change Operating Mode
Press “Change Mode,” refer to Page 7

Adjust Audio Volume
Press “Volume,” refer to Pages 5-6

Control the Cameras
Press “Camera Controls,” refer to Page 8

Mute Student Microphones
Press “Mute All Students,” or press the microphone symbol on any pod to mute that pod’s microphone

Volume Controls



Program Audio Channel

Program refers to the volume of the currently selected source

Mic Volume Channel

Mic Volume refers to room microphones

Adjust Audio Volume

A: Press the “+” and “–” buttons to increase or decrease volume

OR

B: Drag the slider to set the audio volume

OR

C: Touch desired level on volume bar

Volume Controls (contd.)

Mute an Audio Channel

Press “Mute” next to the desired channel (press again to un-mute)

Mute all Room Microphones

Press “Web Conf. Privacy”

Mute Instructor Microphone

Press “Instructor Mute”

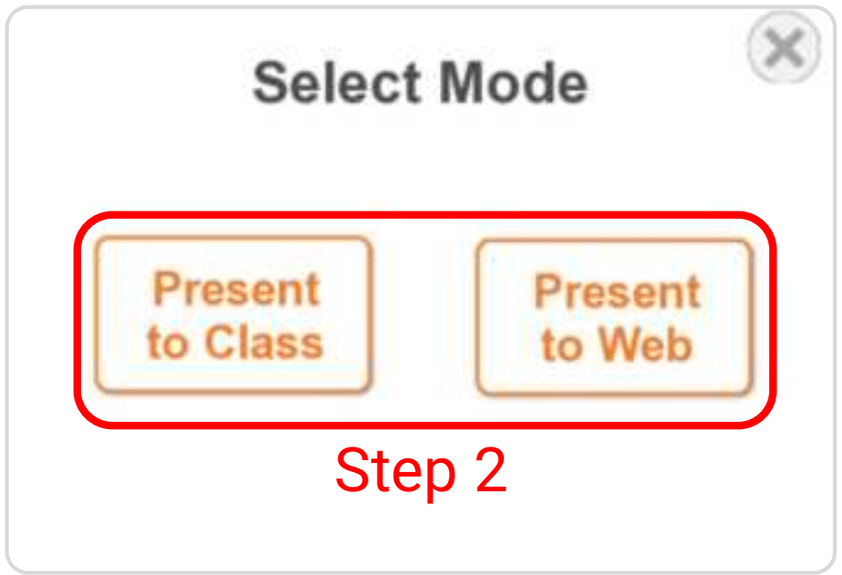
Mute Ceiling Microphones

Press “Ceiling Mute”

Mute all Student Microphones

Press “Mute Students”

Changing Operating Mode



Step 1: Open *Change Mode* Menu

Press “Change Mode” on right side of screen

Step 2: Choose Option

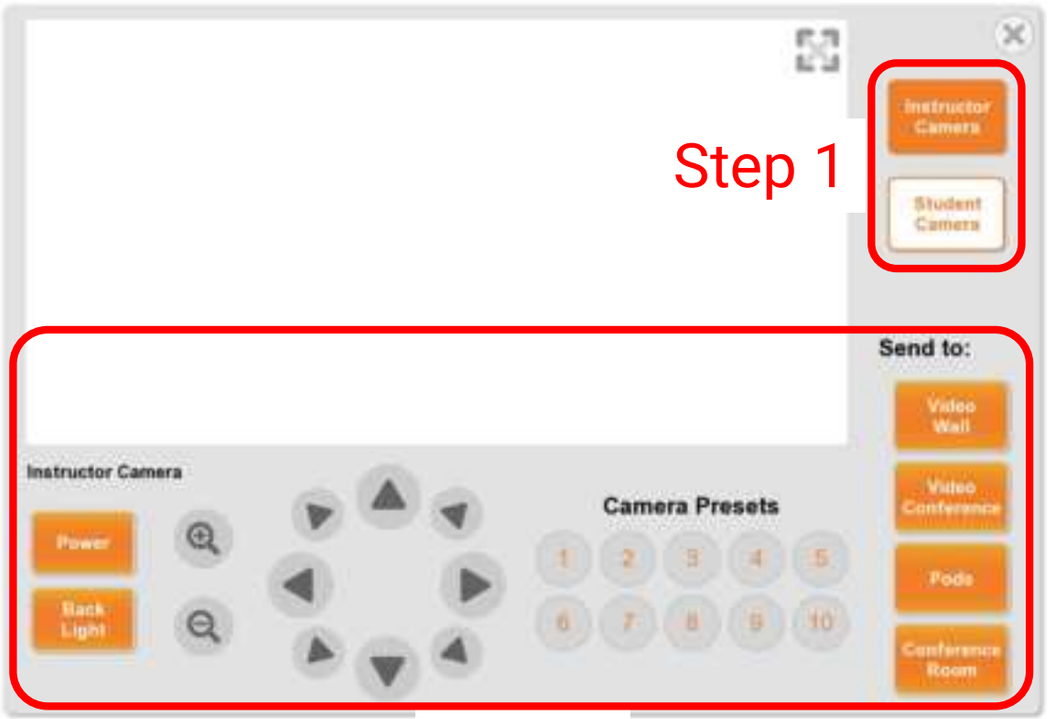
Start a Local Presentation

Press “Present to Class”

Run a Web Conference

Press “Present to Web”

Camera Controls



Step 1: Select Camera to Control

Press name of desired camera

Step 2: Choose Operation

Zoom Camera In or Out

Press “+” to zoom in, or “–” to zoom out

Pan or Tilt Camera

Press arrow keys on circular keypad

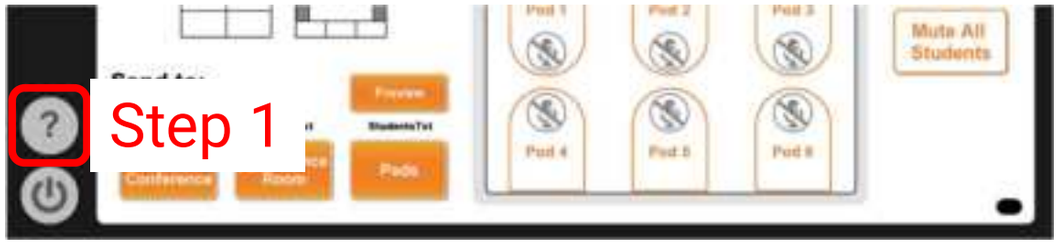
Move Camera to Preset Position

Press desired preset number

Send Camera to Display(s)

Press desired destination from the menu on the right side of the screen

Requesting Help



Step 1: Open Help Menu

Press Question Mark button in bottom left corner of screen

Step 2: Choose Help Option

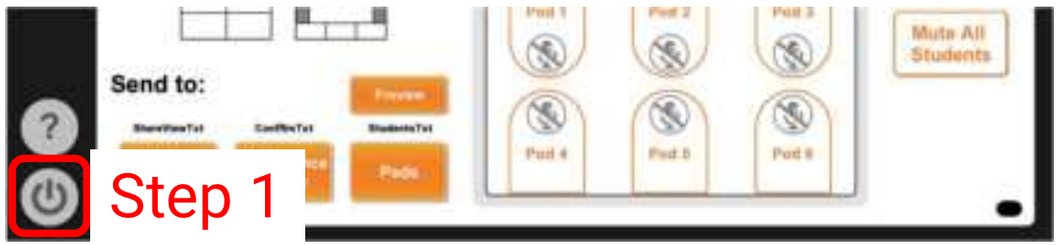
Download Operating Instructions for the System

Scan QR code, refer to PDF

Speak with a Service Representative

Call number listed under “For Assistance Call:”

Turning the System Off



Step 1: Open *System Off* Menu

Press Power button in bottom left corner of screen

Step 2: Choose Option

Leave Digital Signage Playing on Video Wall

Select “Video Wall”

Leave Digital Signage Playing on Student Pod Displays

Select “Pods”

Turn System Off

Press “Turn System Off”